



Administrative Regulation

Travel Reimbursement

Policy #	02.01.01
Effective Date:	October 14, 2022
Revision Date:	N/A
Owner:	Finance

Purpose:

To provide guidelines for the payment and/or reimbursement of expenses incurred by City employees related to travel and other expenses for job-related conferences, meetings, and training seminars.

Scope:

This regulation applies to all employees of the City.

Policy:

Reimbursement of expenses is allowed within the parameters of this Administrative Regulation and when the employee will not be reimbursed from any other source. The City will reimburse and/or provide advance per diem for reasonable travel and business expenses duly authorized and incurred for the conduct of City business by employees. All travel costs must be pre-approved by department leadership. Each department shall appoint a “Travel Coordinator” who shall be familiar with the City’s required forms, procedures, and purchasing techniques for travel-related costs that will control costs for the City (i.e. travel discounts available, using internet sites for airline travel and accommodations). Exceptions to this policy may be allowed for documented medical reasons.

Procedure:

1. Travel Authorization

- 1.1. Travel Authorization and Disbursement must be approved by the appropriate Department Director. The City Manager shall approve the Travel Authorization and Disbursement for all Directors and Assistant City Manager.

2. Travel Expenses

- 2.1. Employees shall email their supervisor and department director with an estimate of all related costs for preapproval. This may include meal per diems, travel costs, conference fees, lodging, and any other miscellaneous known costs.
 - 2.1.1. Finance staff or independent auditors may review and audit travel documentation for up to three years following the year of travel.

- 2.1.2. All original receipts shall be attached to payment requests (either with the p-card documentation, an accounts payable (AP) voucher, and/or petty cash voucher).
- 2.2. When a temporary p-card will be requested, an Authorized Purchaser form must be submitted to the p-card program administrator at least ten (10) business days prior to the beginning travel date.
- 2.3. If a per diem check will be requested in advance of the trip, the email chain showing the amount requested along with the department director approval must be emailed to AP@springfield-or.gov early enough to meet the timing requirements for getting a voucher into a regular check run. Check runs happen weekly each Tuesday at 1:00 p.m. and vouchers need to be entered and approved prior to that time for a check to be issued the following Friday.
- 3. Allowable Travel Charges
 - 3.1. Authorized expenses to be paid or reimbursed by the City include transportation to and from destinations, lodging, meals, local transportation at destination, and miscellaneous expenses required to transact City business.
 - 3.1.1. Allowable s expenses may be paid for with a City p-card if the traveler is a regular p-card holder or has a temporary p-card.
 - 3.1.2. Allowable expenses paid out of the employee's own funds during the trip will be reimbursed by regular accounts payable check or petty cash after the trip if itemized receipts are provided.
 - 3.2. All travel shall be made by public carrier when the distance and/or economics warrant, except when the greater economy would result by using a City vehicle or personal vehicle if allowed by the City's Use of City Vehicle Administrative Regulation.
- 4. Compensable Time
 - 4.1. Exempt employees traveling outside of the state on City business only need one travel day to arrive at that destination and one travel day to return home. As such, the City will typically reimburse travel expenses for up to two travel days in total. Additional travel days may be approved on a case by case basis, with approval from the department director.
 - 4.2. For non-exempt employees all time an employee spends traveling during normal work hours must be compensated; even on weekends. The City does not compensate for travel time that falls outside of the non-exempt employee's regular hours, except when the employee is required to drive. The act of driving is always considered worked time when the employee travels on City business. Passengers in vehicles outside of their normal working hours are not eligible for compensation.

- 4.2.1. An employee who works a shift other than normal business hours shall be changed to an 8:00 a.m. to 5:00 p.m. shift during the normal business travel.
- 4.2.2. Non-exempt employees may accrue overtime during period of business travel.
- 4.2.3. The time an employee spends at an airport before their flight leaves (up to 2 hours is a reasonable time) and during any layovers is considered travel time and is compensated if it crosses their normal work hours, including weekends or other days off.
- 4.3. When attending a conference, employees are compensated for all the time they work including meeting sessions and presentations.
 - 4.3.1. Employees shall not be paid for social activities, tours, personal vacation time, or leisure time.

5. Per Diem (Meal Allowance)

- 5.1. Meals taken during travel will be reimbursed when the event is outside of the Springfield/Eugene area. Meals inside Eugene/Springfield area are reimbursed when the business is being conducted at the meal or when the meal is part of a conference (business lunch). Meals taken during an un-programmed lunch break at an in-town training or meeting will not be reimbursed.
- 5.2. Approved costs for meals will be reimbursed at the Federal GSA rate for the relevant City of travel. Miscellaneous expenditures (e.g. parking, taxi, shuttle, Uber, etc.) associated with travel should be paid for with City p-card or may be reimbursed when itemized receipts are provided.
- 5.3. For partial travel days, such as for departure and arrival days, the corresponding daily per-diem will be adjusted based upon the time away from the greater Springfield/Eugene area as follows:

Qualified Per Diems/reimbursement for partial travel days is typically as follows:

Breakfast 7 am or earlier
Lunch 11am – 2 pm
Dinner 6 pm or later

6. Mileage Reimbursement

- 6.1. The cost of an employee using their own private vehicle is reimbursed through the City's mileage reimbursement rate. Mileage reimbursement rates are determined by the IRS. This rate includes wear and tear, fuel, and insurance costs for the personal vehicle.

6.2. If reimbursement is to be requested for mileage as allowed under the Personal Vehicle Use Policy, mileage shall be based on the most efficient direct route from Springfield City Hall to the destination of travel.

6.2.1. If the business-related miles include driving around the destination city, then the extra miles driven in the activity may also be submitted for reimbursement.

6.3. If an employee uses a vehicle other than the employee's personal vehicle (e.g. rental car) for City business travel, mileage cannot be reimbursed. Instead, the cost of fuel paid for by the employee will be reimbursed.

6.4. Multiple claims for mileage can be submitted (within the same fiscal year when possible) provided the following criteria are met:

6.4.1. the request is submitted along with an email approval from the employee's supervisor; and,

6.4.2. the purpose of each trip is approved City business; and,

6.4.3. each trip is non-overnight; and,

6.4.4. the daily mileage amount, the date, and purpose of each trip is documented on the expense report.

7. Commercial Airfare

7.1. Reimbursement is limited to the cost of an economy coach class round trip airfare.

7.2. The flight must originate from the Eugene airport, unless travel from a different airport is more economical or there is a documented need for travel from another location.

7.3. If personal travel is included with business travel and the flight contains a personal segment(s), a price quote must be obtained at the time the airfare is reserved showing the round-trip cost of the business portion of the travel. The traveler will be reimbursed for the round-trip quote to and from the business destination that includes the personal segment that is more economical.

7.4. Fees associated with flight changes may be reimbursed as long as there is valid business reason for the change. The reason for the flight change must be included in the travel expense report.

8. Lodging

8.1. The actual costs of lodging at single-room rate will be reimbursed, but it is not to exceed the GSA lodging rate for the destination city. Exceptions may be made when the

employee is unable to find a room at or below the GSA rate or when staying at the hotel hosting the conference.

- 8.2. Only nights required for attendance at the event are allowed. Exceptions may be made when additional nights will reduce travel costs in excess of the additional lodging and meal expenses (such as staying over a Saturday night for reduced airfare) or based on flight availability.
- 8.3. Generally, employees are expected to lodge separately and not share accommodations with other employees. When another individual is sharing a room and the rate for the double occupancy is higher than a single occupancy, only the single rate will be paid by the City. The employee will be responsible for paying the difference.
- 8.4. If an extra charge is incurred for an amenity like an ocean view or a jacuzzi tub, only the rate for a standard room will be reimbursed.

9. Receipt and Approval Requirements

- 9.1. Requests for reimbursement submitted without proper documentation or department director approval will be returned to the appropriate department for completion and resubmission.

10. Frequent Flier Mileage/Travel Awards

- 10.1. Frequent flier mileage, coupons, and other travel discounts (including receipt of travel discounts for being “bumped”) earned as a result of City-related travel and used for an employee’s personal benefit are prohibited.

11. Excess Expense and Time Off

- 11.1. If an employee travels by an indirect route or interrupts travel for any personal reason, they will bear the extra expense. The employee will be required to use available paid leave benefits for any additional absence from work due to the indirect or interrupted travel.

12. Exceptions

- 12.1. Department directors shall have authority to make exceptions to the forgoing administrative regulation with prior written approval of the Finance Director or designee except for the following situations.
 - 12.1.1. Department directors may not waive the requirements of required documentation such as receipts or mileage printouts or waive the requirement that the reimbursement payment be made in the course of regular check runs.
 - 12.1.2. Department directors may not authorize cost reimbursement in excess of the limits described in the forgoing policy or other similar items related to the

efficiency of the travel reimbursement program, the integrity of financial records, or the potential income tax reporting implications.

Definitions

1. “*Employee*” is any employee, officer, volunteer, intern, or agent of the City, such as an independent contractor or similar person who is performing the work of the City.

Resources:

Admin Regs:

1. [Personal vehicle Use](#)
2. [Use of City Vehicle](#)

Forms:

1. [ACH Agreement](#)
2. [Authorized Purchase Card form](#)
3. [Purchase Card Guidelines](#)
4. [Travel Request and Expense Report form](#)

Website:

1. [Federal GSA Per Diem Rates](#)
2. [Federal GSA Mileage Reimbursement Rates](#)

CREATION (Original):

This administrative regulation is in effect as of the date of my signature. I authorize the Human Resource Director to modify the history and resources sections and header, footer, and numbering without my reauthorization. The administrative regulation remains in effect should these revisions occur.			
Approved By:	Nancy Newton, City Manager	Dates:	October 12, 2022
Author:	Nate Bell, Finance Director		
Responsible Party:	Finance		
Replaces:	02.03.04.01 Travel, Conference, and Meeting Expenses.		

PERIODIC REVIEW:

Reviewer:		Date:	
Reviewer:		Date:	
Reviewer:		Date:	
Reviewer:		Date:	
Reviewer:		Date:	

REVISIONS:

Version #2:	Responsible Party:			
	Revised By:			
	Approved By:		Date:	
	Reason/Summary of Changes:			